

Minutes

Meeting of London Luton Airport Consultative Committee

Monday 13 October 2008 – 13.00hrs. Putteridge Bury Conference Centre

Members

Mr J Bailey	Chairman
Cllr R Berry	South Bedfordshire District Council
Cllr N Brook	Hertfordshire County Council
Cllr N Clements	Hertfordshire Association of Town & Parish Councils
Mr P Dawson	NATS
Cllr M Dolling	Luton Borough Council
Cll J Gledhill	Bedfordshire Association of Town & Parish Councils
Cllr T Heritage	Hertfordshire County Council (substitute)
Mr M Holden	Breachwood Green Society
Mr G Joy	DHL Freight Operator
Mr G Lachlan	GA Operators (substitute)
Cllr J Shardlow	St Albans District Council
Cllr Dr I Reay	Dacorum Borough Council
Mr H Richardson	LLA Transport Forum/Surface Access Working Group
Cllr B Sadler	Bedfordshire County Council
Mrs C Smart	Chamber of Commerce
Cllr Sir B Stanier	Aylesbury Vale District Council
Cllr P Swaisland	Bedfordshire County Council
Mr H Thomas	easyJet
Mr G Twiss	PAIN
Mr B Webb	LLATVCC
Mr R Wood	LADACAN (substitute)

Officers Representing

Mr P Bylo	St Albans District Council
Ms C Danby	Stevenage Borough Council
Mr S Earles	LLAO (GM Planning & Corporate Social Responsibility)
Ms M Gatehouse	LLACC Secretary (TBI) – item 11 onwards only
Mr J Hulme	Luton Borough Council
Mr R Hiscock	Aylesbury Vale District Council
Mr R Koller	Bedfordshire County Council
Ms R Jones	Buckinghamshire County Council
Mr A Judge	LLAO (Operations Director) – first part of meeting only
Mr R Monck	Hertfordshire County Council (substitute)
Mr M Nahvi	South Bedfordshire District Council
Ms N Raper	LLAO (Marketing Director)
Ms W Rousell	Luton Borough Council (Planning)
Mr N Thompson	LLAO (Airfield Environment Manager)
Mr S Turner	Bureau Veritas (Consultant to LLAO)
Mr S Williams	Stevenage Borough Council
Ms L Wood	Dacorum Borough Council
Mr S Young	North Hertfordshire District Council

traffic will be taken under the NTSC agenda heading.

2.4 It was noted that a number of complaints are still being received regarding the transiting of helicopters over Luton. The Committee were advised that London Luton Airport and Luton ATC do not have any control over non Luton helicopter traffic and have no way of knowing where they come from or tracking them. LLAO confirmed that they have spoken with the main London heliport, based in Battersea, regarding the preferred flight tracks over Luton and the surrounding areas. Confirmation was given by NATS that helicopters flying Visual Flight Rules (VFR) do not have to file a flight plan and NATS are not in a position to deny access to the airspace. If a helicopter starts or finishes at Luton NATS have a certain amount of control and can ask the pilot to fly the preferred routes. The Luton Control Tower and the controllers at Swanwick try to encourage pilots to fly the preferred routes and have a guide to the operations at Luton Airport which is supplementary to normal regulations.

2.5 Item 2.6 & 2.8 – Comment was made regarding further controls, monitoring and penalties for aircraft that fly off track and late arriving aircraft particularly at the end of the day. The Committee were advised that noise and track deviations would be investigated further and summarised for discussion for the next NTSC meeting. Additionally a report was tabled at the last NTSC meeting in September on delayed arrival flight statistics. The report identified reasons for late arriving aircraft, particularly at the end of the day and provided data for all arriving aircraft from 1st June to 31st August. The Committee were informed that following debate NTSC members agreed to advise LLACC that nothing further would be gained by any additional investigation at this time but that the problem should be considered again during any review of the Night Noise Policy.

NTSC

2.6 Item 3.2 – The Chairman informed that after consideration it was felt that moving the Environment Report out of the group of LLAOL reports would only cause further confusion.

2.7 Item 3.3 – Following concerns regarding the ease of website access for complainants, it was recognised that the airport's own website does have a range of commercial and other information and is primarily for general information. The airport's website does however reflect those of other airports with complaints not being at the forefront. The Chairman informed that once the LLACC website is available complainants will be able to use an easy link to make a complaint to the Airport.

2.8 Item 3.4 – The Committee were advised that the CDA compliance figures had improved significantly. Communication and liaison between ATC at the Luton Tower and the Swanwick team are much improved, with suggestions coming from Swanwick on how to improve CDA compliance.

2.9 Item 3.6 – Concern was expressed regarding the increase in the night contour area, and that people still remain disturbed by night noise. The Committee was advised that the night noise contours were within those set by the planning permission, which requires an action plan if the contour area approaches the 1999 predicted figures.

2.10 Reference was made to the Stansted G1 planning approval and that the Secretaries of State have not imposed a condition on night noise (**Post meeting Note:** There are already night controls for Heathrow, Gatwick and Stansted fixed by DfT). The Hertfordshire County Council Planning Advisor offered to prepare a short report for the next NTSC meeting on factual information regarding

Herts CC

Stansted.

- 2.11 Item 11.2 – Following agreement at the last meeting to refer to the Community Strategy in the 2008 AMR, it was debated that to include the whole Strategy would not viable; with some members feeling that the AMR was not the correct vehicle for publicising the Community Strategy. It was **agreed** that reference to the Community Strategy, and progress on its implementation, should be included in the AMR. The Chairman concluded that the Community Strategy was an excellent initiative of the airport and sets out what they are trying to do locally. **LLAOL/
LBC**
- 2.12 The Committee were advised that the selection of community projects that LLAO have supported has been as a result of direct approaches and not influenced by geographical area. LLAO stressed that they would like to hear of more projects that would like support and hoped that the list would grow in time. LLAO will be publishing clear criteria in 2009 for projects to use when applying for support.
- 2.13 Item 10.2 – The Committee were advised that the CAA has been asked to look at monitoring noise at lower levels, therefore further progress on ANASE will not be ready for reporting as quickly as initially expected. It is unlikely that any progress will be seen this autumn.
- 2.14 The Committee accepted the Minutes, for the LLACC meeting of 14 July 2008, as an accurate and true record and **agreed** for the Chairman to sign them. **Chairman**
- 3. Minutes of Noise & Track Sub Committee 15 September 2008**
- 3.1 A summary of the key facts (Annex A) and recommendations from LLAO's Quarterly Environment Report (April, May and June 2008) was accepted by members.
- 3.2 The Chairman referred to discussions on the Night Noise Policy (NNP) that is due to expire at the end of March 2009. NTSC felt the policy should be revised and that they should provide advice to LLACC on the topics that LLAO should have regard to in any future policy.
- 3.3 There was some concern from NTSC members that there was not a wide enough cross section of members on the proposed NNPWG to ensure a balanced opinion. NTSC members felt that the NNP and factual information should be discussed at the full NTSC rather than at a special NNPWG. It was also felt that someone should be invited from the airline community for their input as currently there is no member from the airline community sitting on the NNPWG.
- 3.4 Members **agreed** NTSC should consider possible revisions to the Night Noise Policy, rather than setting up NNPWG at this stage. **NTSC**
- 3.5 Item 3.12 – The Committee were advised that the problem with the radar feed experienced during May due to the relocation of NATS to Swanwick have now been resolved and the system is now fully operational.
- 3.6 Item 6.1 – Following the request for an analysis to identify any reasons for late arriving aircraft throughout the day. The report showed that 73% of arriving flights were either early or up to 15 minutes late. Data showed an average of 24.2 night movements (2300 – 0600 hrs) were scheduled per night but on average there were an additional 3.6 movements. The Committee were advised that considerable effort is made by the airlines and the airport to keep late

arrivals to a minimum and meet on time performance targets.

- 3.7 LLAO were again thanked for the facilitation of visits by some members of the NTSC to gain a better understanding of the Topsonic system which concluded with a visit to the NATS Control Tower.
- 3.8 Concerns were highlighted regarding section 4.1.3 of the Environment Report which shows the increase in the number of individuals (171) complaining for the first time. Members felt that this was an important statistic that should be included in Annex A for the future. LLAO informed that the majority of the complaints related to the TC North Consultation which also coincided with a record number of easterly operations during May (86%).
- 3.9 Additional concerns were raised regarding the number of events (1680) that are being reported by only 3 individuals. It was felt by some that this was an excessive number from a small number of people.
- 3.10 Item 5.1 – Following a series of additional questions, Bureau Veritas **agreed** to bring an updated report on noise contour production to the next NTSC meeting. **BV**

4a Managing Directors Report

- 4.1 Confirmation was given that there were no material changes to the previous verbal reports given in relation to the delays in progressing the Master Plan.
- 4.2 The Chairman confirmed that he has now written 2 letters to the Minister of State for Borders and Immigration regarding the service level for passengers transiting through Luton, but has had no reply.
- 4.3 Security queues – the average flows have improved with passengers passing through security within 7 minutes during the day, although this is extended to 15 minutes first thing in the morning.
- 4.4 On-time performance continues to improve with average length of delays falling to 21 minutes for 2008.
- 4.5 Committee members commended LLAO in responding to complaints/enquiries in such a timely manner but clarification was sought from LLAO regarding the length of time associated with those responses in the category “following day or onwards”. LLAO confirmed that in all cases if a complaint/enquiry is not dealt with directly a holding reply is always be sent. **LLAO**

4b Quarterly Planning, Environment Management & Surface Access Report

- 4.6 Confirmation was given by LBC that the CLOPUD application for the installation of a small operational cabin to support traffic management and customer service in the drop off zone and short term car park is within the operational area of the airport and therefore deemed as permitted development.
- 4.7 The CTA works that were about to start did not require planning permission however the design of the roadway has been discussed with the highways officers at LBC.
- 4.8 The Committee were advised that permitted development rights for all airports do not allow developments that increase capacity. Small scale changes are generally therefore within the permitted development criteria.

4.9 The Committee requested additional information for the next LLACC meeting regarding the East of England Regional Economic Strategy (RES) and the Joint Economic Development Strategy (JEDS) to give them a clear understanding of how those documents provide for, and affect the airport. **LLAO**

4.10 The display of local artist work in the arrivals hall continues to be well received by passengers.

4.11 The Committee noted LLAOL's support to raise funds at the Breachwood Green Village Hall at their recent Michaelmas Fair.

4.12 Reference was made to a recently published report by DfT "Improving the Air Passenger Experience: an analysis of end to end journeys with a focus on London Luton Airport." This is part of a suite of airport studies aimed at providing a stronger passenger and user focus in transport policies.

4.13 In the concluding section, information is provided on the improvements being made to access the airport by road and rail; issues around terminal capacity and getting through the airport; and departure and arrivals delays. Most of the comments are very positive, with the delays at Immigration and Customs being mentioned as something on which improvements nationally are being planned.

4c. Quarterly Environment Report

4.14 Taken with Agenda Item 3

4d. Quarterly Economic Report

4.15 The schedule of new routes was updated.

4.16 It was noted that UKBA has circulated a draft Service Level Agreement but that standards still remain lower than Luton Airport would like to see. They are also lower than being offered at Heathrow. LLAOL will investigate the reasons for the difference. **LLAO**

4.17 The changes implemented so as to accord with the new PRM regulations were noted as being better than at some others airports, although there are still some service improvements to make.

5. Luton Borough Council Report

5.1 Local Plan Policies – The policies that the Joint Planning Unit have applied to be saved are LLA1 and LLA2 which are policies that are not covered by other Government guidance.

5.2 LLAO informed that it is their intention to publish an updated Surface Access Strategy at the beginning of 2009 if not sooner. A meeting of the Air Transport Forum will be held shortly to review the process and changes to the model shifts. All stakeholders will be sent copies of the Strategy once published and will be able to comment although this will not be a formal consultation process.

6. Master Plan Update

The Master Plan update was covered in the Managing Directors Report.

7. Consultation on Proposed Airspace Changes, TC North

7.1 Following evaluation of the NATS feedback report and the additional letter from NATS stating that they may be consulting on some of the changes it was suggested that the LLACC again write to NATS asking for an assurance that any changes from May will be consulted on and to suggest that they have a statutory obligation to do so. It was **agreed** that the Chairman should write to NATS, with copies to the Secretary of State for Transport and local MP's as suggested by NTSC.

Chairman

7.2 The Committee recognised that consultation hinged on the significance of the changes proposed and that none of the changes will be implemented without approval from the CAA.

8. Consultation on the guidance for Airport Operators to produce action plans under the terms of the Environmental Noise Regulations 2006.

8.1 The Chairman introduced the report from the LLACC Noise Advisor following debate at the NTSC of the views to be expressed to the DfT.

8.2 The Noise Advisor drew attention to the 2 plans in Attachment A (L_{den} and L_{night} contours) and commented that Defra has expressed no view on the acceptability of those noise levels.

8.3 The Committee were advised that the L_{night} contours have the same basis as traditionally used at Luton however the L_{den} are new contours now prepared to comply with the END Regulations. It was noted that in five years time the contours will need to be done again to plot any changes in noise impact.

8.4 It was **agreed** to include in the response to question 1 a comment suggesting the need for the Guidance to be more specific in respect of quiet areas and action needed to maintain tranquillity. It was noted that the CPRE has provided advice on measures of tranquillity.

8.5 On question 3 it was noted that Cabinet Office guidance requires a minimum of 12 weeks for consultation but it was **agreed** to request that a minimum of 16 weeks should be allowed and longer to be given during holiday periods.

8.6 The Committee **agreed** that the suggested responses, with suitable updates, should be submitted to Defra, DfT and UKACCS.

Chairman

9.0 DfT Consultation on EU Directive 2002/30/EC.

9.1 The Noise Advisor introduced his draft response to DfT. The Committee **agreed** that the suggested response should be submitted.

Chairman

10. Correspondence received since 14 July 2008

10.1 The correspondence was noted by members.

10.2 The Chairman informed that the LLACC response on the TCN Consultation will be available on the LLACC website.

11. Annual General Meeting

11.1 The Chairman welcomed the LLACC Secretary to the meeting.

11.2 The future membership of the Committee from 1 April 2009 was debated in that Bedfordshire County Council's responsibilities will be transferred to two new unitary authorities: Central Bedfordshire Council (replacing Mid and South Bedfordshire) and Bedford Borough. It was also recognised that Milton Keynes is in a similar geographical location in relation to Luton Airport as Bedford.

11.3 On being put to a vote, it was **formally agreed** by at least two thirds of the members present and voting that the constitution be amended and that letters should be sent to the three unitary authorities to reflect as follows:

Secretary

- The new Central Bedfordshire Council should be offered the 2 places on LLACC currently allocated to South and Mid Bedfordshire.
- Bedford Borough and Milton Keynes should be invited to apply for one or two seats each on the Committee, with their response being brought to the next meeting, acknowledging that if they do apply, then such applications should be accepted.

i. Election of Vice Chairman

11.4 No nominations were received by the Secretary two weeks prior to the meeting but apparently one had been sent so it had to be assumed it had been lost in the post.

11.5 One nomination had been received prior to the start of the meeting for the Vice Chairman position. It was proposed by Mr M Holden, seconded by Cllr N Brook that Cllr B Lloyd from Hertfordshire County Council be elected as Vice Chairman. On being put to a vote, it was **formally agreed** to elect Cllr B Lloyd as Vice Chairman of the London Luton Airport Consultative Committee until the Annual Meeting in October 2009.

ii. Applications for Membership

11.6 No applications for membership had been received.

iii. Election of Members for NTSC

11.7 The Committee were advised that there is currently no formal aviation/airline representative on the NTSC and that in terms of balance and technical knowledge that this should be rectified. It was **agreed** that an airline representative from LLACC should be asked to sit on the NTSC.

Secretary

11.8 It was agreed that all other membership of the NTSC remains as current.

iv Financing the Noise Consultant

11.9 The Chairman gave a brief overview of the current finances and those over the last 7 years explaining that the LLACC Noise Consultant has been used extensively on a number of consultations over the current year and that the earlier balances will be largely been used up by March 2009.

11.10 Members **agreed** that an Independent Noise Consultant is required by the LLACC and noted that the costs are currently met by the Local Authorities. A suggestion was made that other members of LLACC should contribute either a full or half share towards the funding of the Noise Consultant but after debate it was **accepted** that local authorities represent the whole community and that it remains appropriate for them to meet the costs in accordance with the Constitution.

11.11 It was noted that the current contribution of £650 per member representative had not been increased to cover inflation in recent years and as the balances are now low it was **agreed** to write to the local authorities indicating that the 2008/9 contribution is £700 per member representative and that it is the intention to increase the contribution by inflation for future years, with the 2009/10 contribution set at £730 per member representative.

Secretary

11.12 It was also **agreed** that each AGM should consider the budget for the next financial year rather than the current one as has been the practice.

v. Dates for future LLACC and NTSC Meetings

11.13 Dates for future LLACC and NTSC meetings were **agreed** as follows:

LLACC Meetings

12 January 2009 - 13.00hrs
6 April 2009 - 13.00hrs
13 July 2009 - 13.00hrs
12 October 2009 - 1300hrs (AGM)

NTSC Meetings

1 December 2008 - 14.00hrs
9 March 2009 - 14.00hrs
8 June 2009 - 14.00hrs
14 September 2009 - 14.00hrs

All to note

vi. Constitution Addendum

11.14 Suggested revisions to the Constitution had been circulated in advance. The Chairman referred to the change of wording in paragraph 2.4 in relation to attendance at meetings. Members accepted the advice that if they were unable to attend a meeting then they should seek to send a substitute.

All

11.15 The following changes to the Constitution were **formally agreed**:

- Page 2 – revisions to para 2.4 on attendance and clarification at para 2.13
- Page 5 – include a new para at 4.7 to include setting budgets for the following financial year.
- Page 10 – The General Aviation Representative to remain as Trevor King.
- Page 10 – Company name for Stephen Turner to be changed to Bureau Veritas.
- Page 11 – North Hertfordshire non voting member to be changed to Simon Young.
- Page 12 – NATS West Drayton to be changed to NATS Terminal Control.
- Page 12 – Include new member for airline representative on NTSC

13 Any other Business

13.1 The Chairman mentioned that he had been invited to the Air Transport Users Committee's lunch on 16 October and an OMEGA workshop on noise and air pollution on 27 October.

13.2 No other business was discussed and the meeting closed at 16.40hrs.

14 Dates and time of future meetings:

14.1 LLACC

Monday 12 January 2009 at 1.00pm

Monday 6 April 2009 at 1.00pm (13 April is Easter Monday)

Monday 13 July 2009 at 1.00pm

Monday 12 October 2009 1.00pm

All to note

NTSC

Monday 1 December 2008 at 2.00pm

Monday 9 March 2009 at 2.00pm

Monday 8 June 2009 at 2.00pm

Monday 14 September 2009 at 2.00pm